

General Services Administration

Federal Supply Service

Authorized Federal Supply Schedule Price List

Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!* a menu-driven database system. www.GSAAdvantage.gov

Schedule Title: Multiple Award Schedule

Federal Supply Group: Professional Services

Contract Number: GS-23F-0095R

Contract Period: January 31, 2011 – January 30, 2025

Price list current as of Modification # PS-A812 Effective 04/11/2020

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov



Contractor Name: A.S.K. Associates, Inc.

Address: 1201 Wakarusa Drive, Suite C-1, Lawrence, KS 66049

Phone Number: 785-841-8194 Toll Free Phone Number: 800-315-4333

**Website: www.askusa.com
bwalmsley@askusa.com**

Contact for Contract Administration: Bridget Walmsley, President

Business size: Woman-Owned Small Business



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PRICING

Prices shown below are net, all discounts deducted.

DIRECT LABOR (Hourly rates include all indirect costs and fees, including .75% IFF) **SIN**

541511 - WEB BASED MARKETING SERVICES

512110 – VIDEO/FILM PRODUCTION

541850 – EXHIBIT DESIGN AND IMPLEMENTATION SERVICES

561920 – CONFERENCE, EVENT AND TRADE SHOW PLANNING

	Hourly Rate
Labor Category	
Project Director	\$130.98
Project Manager	\$105.79
Event Coordinator	\$75.57
Data Coordinator/Web Master	\$80.60
Logistics Coordinator	\$52.39
Registration Coordinator	\$52.39

SIN 541810ODC - OTHER DIRECT COSTS (Includes GSA .75% IFF. Does not include 3% handling fee).

Item	Rates (Includes IFF fee of .75%)
Other Direct Costs	
Event Notebooks	\$28.22/each
Event Folders	\$196.13/box
Name Badges	\$5.80/each
Lanyards	\$3.23/each
Ribbons	\$.75/each
Padfolios	\$181.60/each
Pens	\$21.26/each
Audio Visual	\$865,209.86/task
Meeting Space	\$242,424.38/task
Catering/Food & Beverage	\$137.51/per person per meal
Shuttle Transportation	\$79,846.21/task
Electrical	\$299.92/per outlet
Internet - Wired	\$10,995.31/each
Internet - Wireless	\$311.34/per user
Rigging	\$64,866.65/per hall
Exhibit Hall Décor	\$87,421.83/task
On-Site Registration Solution	\$51,141.96/task
Security	\$6,839.50/task
Language Translation	\$.47 per word
Transcription Services	\$4.67/minute
Photographer	\$3,683.09/task
Video Production	\$16,033.75/task
Mobile App	\$11,934.51/task
Simultaneous Interpretation	\$21,689.67/task
Temp Staff	\$25.94/per reg hour

SIN OLM – ORDER LEVEL MATERIALS

Prices for OLMs are not established in the Schedule contract or BPA.

- OLMs are identified and acquired at the order level, and the ordering activity contracting officer is responsible for making the determination that prices for all OLMs are fair and reasonable.



LABOR CATEGORY DESCRIPTIONS

Labor Category	Description	Qualifications
Project Director	Utilizes extensive executive level professional experience to provide high level direction and management. Provides financial expertise, including budgeting, forecasting and rate setting. Provides contract administration and technical guidance.	<ol style="list-style-type: none"> 1. Minimum of 10 years of experience. 2. Bachelor's Degree. 3. CMM or CMP – can be substituted with 15 years of experience.
Project Manager	Utilizes extensive industry experience to provide direction and management for assigned large conferences and events. Serves as day-to-day manager of assigned event. Responsible for all aspects of performance and the timely submission and quality of all deliverables. Manages all team members and consultants. Serves as primary point of contact for client.	<ol style="list-style-type: none"> 1. Minimum of 8 years of experience. 2. Bachelor's Degree. 3. CMM or CMP – can be substituted with 12 years of experience.
Event Coordinator	Utilizes industry experience to provide direction and management for assigned conferences & meetings. Serves as day-to-day manager of assigned project. Responsible for all the timely submission and quality of all deliverables. Coordinates with assigned support staff. Serves as primary point of contact for client.	<ol style="list-style-type: none"> 1. Minimum of 5 years of experience. 2. Bachelor's Degree. 3. CMM or CMP – can be substituted with 8 years of experience.
Data Coordinator/Web Master	Responsible for the development & maintenance of project websites and registration sites. Provides project website updates and enhancements.	<ol style="list-style-type: none"> 1. Minimum of 2 years of experience in Web design and development. 2. High School Diploma.
Logistics Coordinator	Assists Event Coordinator(s) and Project Manager(s) with pre-planning logistics including but not limited to travel arrangements, graphic design & layout, meeting materials production/acquisition, develops event correspondence & orders supplies. Provides conference support services for assigned projects at the direction of project Event Coordinator or	<ol style="list-style-type: none"> 1. Must have some experience with one or more of the following: marketing, graphics, event logistics management or administrative experience. 2. High School Diploma.

	Project Manager.	
Registration Coordinator	Assists Event Coordinator(s) and Project Manager(s) by providing Registration Coordination services. Responds to all attendee questions and provides program information as requested. Updates records. Provides registration and other attendee related reports.	<ol style="list-style-type: none"> 1. Previous Customer service experience. 2. Must have some experience with one or more of the following: marketing, graphics, event logistics management or administrative experience. 3. High School Diploma.

CUSTOMER INFORMATION

1a. Table of Awarded SIN(s)

SIN 541511: WEB BASE MARKETING SERVICES – pages 3&8

SIN 512110: VIDEO/FILM PRODUCTION – pages 3&8

SIN 541850: EXHIBIT DESIGN AND IMPLEMENTATION SERVICES - pages 3&8

SIN 561920: CONFERENCE, EVENTS AND TRADE SHOW PLANNING–pages 3&8

SIN 541810ODC: OTHER DIRECT COSTS – page 4

SIN OLM: ORDER LEVEL MATERIALS – page 4

1b. Language Translation - .47 per word

1c. Page 8

2. Maximum order: \$1,000,000.

3. Minimum order: \$100.00

4. Geographic coverage (delivery area): Domestic and overseas delivery

5. Point(s) of production (city, county, and state or foreign country): Lawrence, Douglas County, KS

6. Discount from list prices or statement of net price: Government Net prices (discounts already deducted.)

7. Quantity discounts: None

8. Prompt payment terms: Net 30 days. Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. No

10. Foreign items: Not applicable.

11a. Time of delivery: Will be negotiated at the task order level.

11b. Expedited delivery: Items available for expedited delivery are noted in this price list.

11c. Overnight and 2-day delivery: Contact A.S.K. for faster delivery.

11d. Urgent requirements: See contract clause I-FSS-140-B. Agencies can contact A.S.K. to obtain faster delivery.

12. F.O.B. point(s): Destination.

13a. Ordering address: A.S.K. Associates, Inc. 1201 Wakarusa Drive, STE C-1, Lawrence, Kansas 66049

13b. Ordering procedures: For supplies and services, the ordering procedures, information on blanket purchase agreements (BPAs), can be found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address: A.S.K. Associates, Inc. 1201 Wakarusa Drive, STE C-1, Lawrence, Kansas 66049

15. Warranty provision: Not applicable

16. Export packing charges: Not applicable

17. Terms and conditions of Government Purchase Card Acceptance: No, Government Purchase Cards are not accepted about the micro-purchase threshold.

18. Terms and conditions of rental, maintenance, and repair: Not applicable

19. Terms and conditions of installation: Not applicable

20. Terms and conditions of repair parts indicating date of parts price list and any discounts from list prices. Not applicable

20a. Terms and conditions for any other services . Not applicable.

21. List of service and distribution points . Not applicable

22. List of participating dealers . Not applicable

23. Preventative maintenance . Not applicable.

24a. Special attributes such as environmental attributes. A.S.K. has over forty (40) years providing services to the Federal Government without a default.

24b. 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at www.Section508.gov/.

25. Data Universal Number System (DUNS) number: 099247678

26. Notification regarding registration in System for Award Management (SAM) database:
Registered: Yes Number 238525